



JOB DESCRIPTION

Position Title: **Senior Staff Assistant**

Working Area: **Inventory Control**

Class Code: 5318

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

General administrative and clerical work involving the receiving, storing and issuing of materials, supplies, tools and equipment.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Orders and maintains supplies and inventory. Monitors and tracks expendable supplies, tools and equipment. Coordinates with supervisors, Division Managers and Department Director to ensure efficient and appropriate use of assigned resources. Orders, monitors, and distributes uniforms and safety equipment as required.

Assess equipment condition and makes recommendations to surplus or dispose of unusable furniture and equipment. Prepares reports on supplies and inventories on a regular basis. Inspects tools and equipment received or returned, and reports missing, damaged or destroyed tools and equipment.

Maintains files, records and equipment maintenance logs. Performs minor preventive maintenance and schedules preventive maintenance and repairs as necessary.

Answers telephone calls and answers routine inquiries. Opens and distributes mail. May act as receptionist as necessary. Operates standard office equipment such as a calculator, personal computer and associated software.

Lifts and transports heavy boxes, supplies, furniture and equipment. Cleans and maintains storage areas in an orderly fashion.

Performs other duties as assigned or as may be necessary.



JOB DESCRIPTION

Position Title: **Senior Staff Assistant**

Page 2

Working Area: **Inventory Control**

Minimum Qualifications

Knowledge of general office procedures, arithmetic, methods of preventive maintenance, repair and safety precautions for working with tools and equipment. Considerable knowledge of commodities, materials, tools, supplies and equipment. Knowledge of inventory control procedures and record keeping methods.

Ability to make mathematical computations accurately. Ability to maintain accurate records and prepare reports. Ability to determine quality of goods against prescribed specifications. Ability to communicate effectively both orally and in writing. Ability to use a personal computer.

High School Diploma or GED and one (1) year experience in keeping of inventory, parts, or warehouse work and in maintaining inventory records.

Must possess and maintain a valid Florida Driver's License. Must have the ability to obtain a Florida Non-Commercial Class "D" Driver's License if required.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

This position performs duties that require heavy lifting of equipment and materials weighing approximately fifty (50) pounds. This position requires incumbent to perform duties that include prolonged standing, walking and lifting.